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DD/S REGISTRY

FILE

DD/S 64-5976

NOV 24 1964

MEMORANDUM FOR THE RECORD

SUBJECT : Office of Personnel Briefing - Salary and Wage Division
on 20 November 1964

1. Present were: Mr. Bannerman, [redacted] and the undersigned.

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2. [redacted] reported that the personnel strength of the Salary and Wage Division has increased from 17 to 22 during the past year in response to recommendations submitted by the Inspector General in his Report of Survey of the Office of Personnel. The scope of activity of the Division has also increased in part because of the emphasis on career service grade authorizations and manpower utilization.

3. [redacted] reported that the Deputy Director for Intelligence is the only Directorate in which the Table of Organization has not yet been made to conform with the ceiling but he expects this will have been accomplished within the next month. He also pointed out that there are some elements in the Agency where the ratio of professional personnel to clerical people is out of balance; there are more clerical people than positions while they are understaffed professionally. In the Office of Current Intelligence, for example, they are overstaffed in the clerical grades but in the professional grades they have 42 people at GS-12 and room to promote 42 people to GS-13. In components where this apparent imbalance occurs, there may be a proper ratio of clerical to professional people but the apparent imbalance occurs in the ratio of clerical to professional positions.

[redacted]
Special Assistant to the
Deputy Director for Support

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SA-DD/S:RHW:nfa (24 Nov 64)

Distribution:

cc: Director of Personnel

Chief, Salary and Wage Division

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